

Useful Transit Links

Commuter Connections

<http://www.mwcog.org/commuter/ccindex.html>

Maryland Transit Administration

<http://www.mtamaryland.com/>

Virginia Railway Express

<http://www.vre.org/>

Washington Metropolitan Area Transit Authority

<http://www.wmata.com/>

Commuter Page

<http://www.commuterpage.com/>

Transit Subsidy Programs for outside NCR

Army

<http://www.asafm.army.mil/rabp/masstrans/masstrans.asp>

Navy

<http://www.fmo.navy.mil/services/tip.htm>



**Department of Defense (DoD)
National Capital Region (NCR)
Mass Transit Office, Room 1F44B
Mon. - Fri. 9:00am - 3:30pm**

**1155 Defense, Pentagon
Washington, DC 20301
Phone (703) 614-0084, Fax (703) 697-1918
Or
L'Enfant Plaza Metro Shop, Nassif Building
Floor PL, Room 206, 400 7th street, SW
Washington, DC
Mon. - Fri. 8:30am - 4:00pm**

E-mail: transitpass@whs.mil

Visit the website at:

www.dtic.mil/ref/html/NCRTransitpass.html

PROGRAM SUMMARY

What is the National Capital Region (NCR) Transit Subsidy Program?

The NCR Transit Subsidy Program allows eligible employees to receive "transit passes" in amounts equal to their commuting costs, not to exceed \$105/month. This benefit applies to both mass transit and qualified vanpool participants.

The Washington Headquarters Services (WHS) manages this program for the NCR employees and is assisted by the Department of Transportation (DoT) in its implementation.

DEPARTMENT OF DEFENSE

National Capital Region Mass Transit Program

Step 1: Determine Eligibility

The following are eligible to receive the subsidy:

- A civilian, military or NAF employee paid and employed by the Department of Defense.
- Permanently stationed and working in the NCR.
- Paid interns and summer hires in the NCR who meet above criteria are eligible. Summer hires should write "Summer Hire" at the top of their application before faxing.
- Members of the Reserve Components who are performing active duty for more than 30 days are eligible

The following are not eligible to receive the subsidy:

- Personnel employed by DoD Contractor.
- Personnel that are TDY to the NCR from another area.
- Personnel that are on detail to the NCR from an area outside the NCR.
- Inactive Reserves.
- Intergovernmental Personnel Act (IPA) employees (unless appointed to DoD)
- Foreign exchange employees.

If you are unsure about your eligibility, please contact the program office at (703) 614-0084 or (202) 366-1416 prior to submitting your application.

Step 2: Apply

- To apply for the benefit, applications are available online at:
<http://www.dior.whs.mil/forms/DD2845.PDF>
This website is .mil restricted.

Confirmation

- There is no formal confirmation of the received fax. To check your status please see Step 3 Application Status below.

No Retroactive Distribution

- Please note that benefits begin on the first date the employee picks up transit passes. Benefits for past months will not be issued.

Please note incomplete and illegible applications will not be processed.

Step 3: Application Status

- To find out the status of your application please visit our online site <https://transitsubsidy.whs.mil> which has a look up feature or if your application has not been processed within 5 business days, contact us by e-mail at transitpass@whs.mil or call (703) 614-0084.

Step 4: Pick-up Information

Daily distributions are available at two Mass Transit Benefits Customer Service locations: Pentagon Mass Transit Benefit Office, Room 1F144B, Monday - Friday, 9:00 - 3:30 and L'Enfant Plaza Metro Stop, Nassif Building, Floor PL, Room: 206, 400 7th street, SW, Washington, DC. Monday - Friday, 8:30 - 4:00. Please check the website for changes in hours of operations.

For Pick-up locations and dates please refer to website:

<http://www.dtic.mil/ref/html/Disbursementloc.html>

USEFUL PROGRAM INFORMATION

Subsidized Parking

- Employees may not receive both subsidized parking and mass transit benefits simultaneously.

Parking Cost

- Employees may not use the benefit to pay for parking costs.

Withdrawing

- Employees should withdraw when they are no longer participating in the NCR Program. More information is available on the website:
<http://www.dtic.mil/ref/html/Disenrolling.html>

Participant Certification Reminder

- Participants are subject to criminal prosecution under Title 18, US Code, Section 1001, Civil Penalty Action, and/or agency disciplinary action up to and including dismissal.